

Notice of Eligibility – Personal Property

INSERT DATE

INSERT NAME

INSERT ADDRESS

Relocation Assistance Program

Notice of Relocation Eligibility, Entitlements & 90-Day Assurance

Project Name: INSERT PROJECT NAME

Parcel No.: INSERT PARCEL #

Displacee No.: INSERT DISPLACEE #

Dear INSERT NAME:

On INSERT OFFER DATE the AGENCY offered to purchase property you occupy located at INSERT ADDRESS. According to information you have provided, you have occupied the above property since INSERT OCCUPIED DATE.

You are eligible to receive relocation assistance in accordance with Public Law 91-646 and the implementing regulations found in 49 Code of Federal Regulations (CFR) Part 24 and Revised Code of Washington (RCW) 8.26 and the implementing regulations of Washington Administrative Code (WAC) 468-100. The purpose of this letter is to advise you of the relocation services and entitlements that may be available to you in accordance with the federal and state laws and regulations cited above.

Moving Entitlement

You may select a commercial move, an actual cost self move, a self move based on the successful move bids, an specialist estimate, a predetermined move cost schedule or a combination of the options for moving your personal property.

Select the appropriate options:

Under \$5,000 option:

Due to the non-complex nature of your move, your entitlement has been calculated using an specialist move estimate based on the Washington State Utilities and Transportation Commission Tariff Guidelines and/or the move cost schedule provided in the Personal Property Only section of Chapter 12 of the Washington State Department of Transportation's Right of Way Manual. If you choose to move yourself using your own forces and resources, the AGENCY will reimburse your actual and reasonable moving expenses not to exceed \$INSERT SPECIALIST ESTIMATE AMOUNT OR THE PPO MOVE SCHEDULE AMOUNT to move your personal property. The payment will include all costs to

disconnect, disassemble, pack, move, unpack, reassemble and reconnect, as well as any applicable packing materials needed. You will be required to document your self-move costs and expenses.

In the event you choose a commercial move, the AGENCY will obtain bids from professional movers and pay based on actual costs.

In the event you choose an actual cost self move you will be reimbursed for labor and equipment used to move your personal property. You must submit acceptable supporting documentation of actual cost incurred during your move such as receipts or invoices.

If you wish to select a combination of the move options, I will work with you to determine the level of reimbursement for each portion of your move.

OR

Over \$5,000 Option:

In the event you choose a commercial move, the move will be awarded to INSERT NAME OF MOVING COMPANY in the amount of \$INSERT BID AMOUNT to move your personal property. The move order itself may be scheduled by you or by the AGENCY if you wish. You may select a mover of your choice but you will only be reimbursed up to the amount of the acceptable bid. We obtained a total of INSERT NUMBER OF BIDS bids to relocate your personal property. The moving company selected to perform the move is considered to have submitted the lowest acceptable bid. The contact person for this company is INSERT NAME OF CONTACT and can be reached at INSERT PHONE NUMBER OF CONTACT. This moving bid includes the cost to disconnect, disassemble, pack, move, unpack, reassemble and reconnect, as well as any applicable packing materials needed.

In the event you choose to move yourself using your own forces and resources, the AGENCY will reimburse your actual and reasonable moving expenses not to exceed \$INSERT BID AMOUNT to move your personal property. The payment will include all costs covered in the move bids obtained from the commercial mover. You will be required to document your self-move costs and expenses.

In the event you choose an actual cost self move you will be reimbursed for labor and equipment used to move your personal property. You must submit acceptable supporting documentation of actual costs incurred during your move such as receipts or invoices.

If you wish to select a combination of the move options, I will work with you to determine the level of reimbursement for each portion of your move.

Advisory Assistance

I will be available to answer any questions about your relocation entitlements. You will be provided with assistance in completing claim forms. If needed, we will provide you with help locating replacement sites. You should be aware that, ultimately, it is your responsibility to locate a replacement site.

Claiming Your Entitlement

You must notify me of the date you intend to move and sign a Moving Expense Agreement. Once you have vacated the property completely you will need to schedule a vacate inspection with me. Once I have verified that all personal property has been removed, I will prepare a claim, secure appropriate signatures and submit the claim for processing and payment.

Prior to processing claims for relocation entitlements, you will need to complete Internal Revenue Service (IRS) Form W-9 Request for Taxpayer Identification Number and Certification. The AGENCY is required by the IRS to obtain this completed form from anyone to whom a payment is made. This is necessary even though relocation payments are considered non-taxable. If you have already completed this form, please inform me.

All claims for relocation payments shall be filed with the AGENCY within 18 months from the date you move from the acquired property or the date you receive final payment for your property, whichever is later. Documentation is required on all claims submitted.

90-Day Assurance

You are not required to relocate immediately. You will not be required to vacate the property before INSERT ASSURANCE DATE, which is at least 90 days from the date you receive this letter.

Occupancy of Property

(Choose appropriate paragraph)

Occupancy of the property beyond the date that the AGENCY takes possession of the property will require you to sign a lease. If you enter into a lease with the AGENCY to rent the displacement property, nonpayment of rent may result in a loss of all or part of your relocation entitlements.

(Or)

Occupancy of the property beyond the date that the AGENCY takes possession of the property will require you to sign a lease and pay economic rent in the amount of \$INSERT ECONOMIC RENT on a monthly basis. Attached is a template of a lease that you will be required to sign. If you enter into a lease with the AGENCY to rent the displacement property, nonpayment of rent may result in a loss of all or part of your relocation entitlements.

Right to Appeal

You have the right to appeal any determination the AGENCY should make as to your eligibility for, or the amount of, any payment. If you disagree with the amount of your relocation entitlements you may appeal our determination within 60 days of the date of determination by simply explaining your grievance and request for an appeal in a letter to:

Agency
Attn:
Address
City, State, Zip

Name
Date
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As previously stated, the purpose of this letter is to provide specific information as to how your entitlements are calculated and how you may claim them. Please sign the receipt below so our records show you received this letter. Feel free to contact me for any clarification and any questions you may have.

Sincerely,

INSERT SPECIALIST'S NAME
Relocation Specialist
INSERT SPECIALIST'S ADDRESS
INSERT SPECIALIST'S PHONE NUMBER & FAX NUMBER
INSERT SPECIALIST'S E-MAIL ADDRESS

Acknowledgment of Receipt of Letter

Signature:_____

Date:_____